FY 2007 Budget Collection:
Web Data Entry Application Instructions

VERMONT

DEPARTMENT OF EDUCATION

IT Team: Data Management and Analysis
(802) 828-3777

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System Requirements

Adobe Acrobat Reader (Free Download)

Internet Explorer 5.0 or greater

PC users need a J-Initiator 1.3.1.22 file. If you are using a computer that does not have this J-Initiator file installed on it, please call our Help-Line.

If you are using a Mac OS 10(X) as an operating system you have a MR J file on your computer that will enable you to access the Oracle application.

However, if you are using a Mac OS 9.x as an operating system you can click on the link below to download the MR J version for your operating system.

> http://docs.info.apple.com/article.html?artnum=75097#English

Starting the Application

Open Internet Browser.
PC users go to http://wave.ed.state.vt.us:7780/forms90/f90servlet?config=budgetcoll
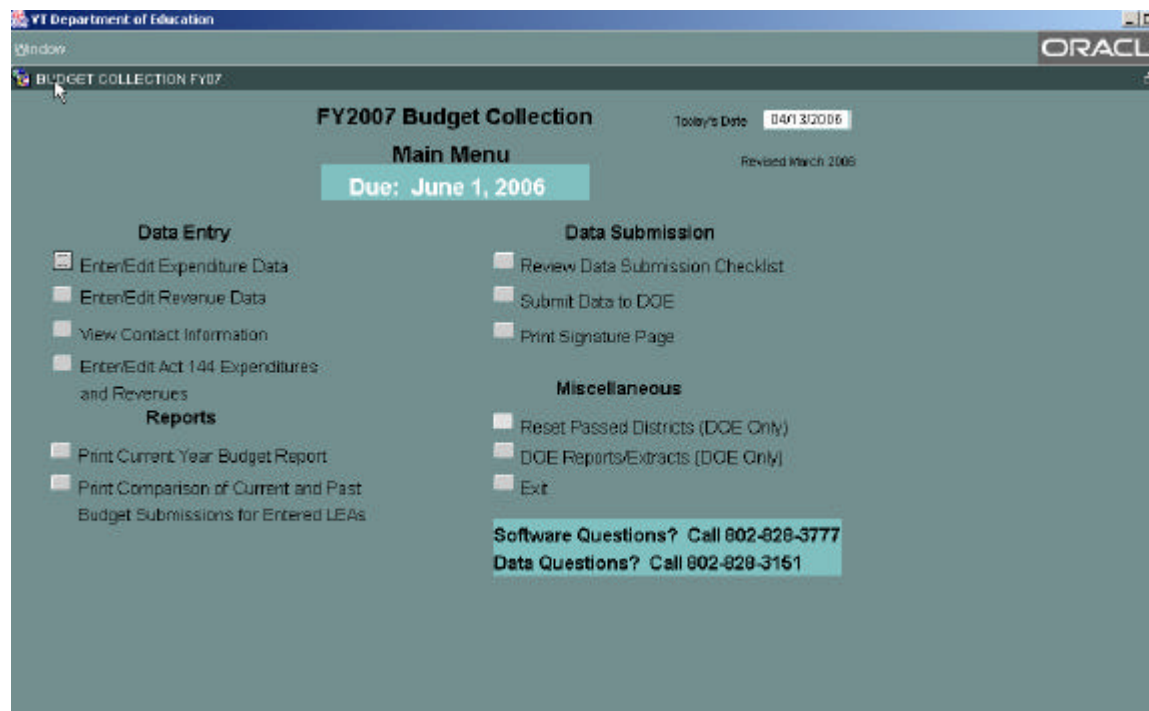Mac users go to http://wave.ed.state.vt.us:7780/forms90/f90servlet?config=budgetmac
Login to the application using the User Name and Password sent to you. The Username and Password are case sensitive.

Technical Support

Call (802) 828-3777 for assistance with the data entry application.

Call (802) 828-3151 for assistance with data reporting questions.

Main Menu

Data Entry

Enter/Edit Expenditure Data – This button allows you to enter expenditure data into a setup district template, or edit data already entered into a district's template.

Enter/Edit Revenue Data – This button allows you to enter revenue data into a setup district template, or edit data already entered into a district's template.

View Contact Information – This option allows you to view the name, phone number, and e-mail address of the person DOE should contact in the event we have a question about the FY2006 Budget data submitted by your district.

Enter/Edit Act 144 Expenditures and Revenue - This button allows you to enter revenue and expenditure data into a setup district template or edit data already entered into a district's template.

Reports

Prints Current Year Budget Report – This button allows you to print a report of all data entered for your districts. You may print a report at any stage of data entry. You may find it helpful to print this and use it as a worksheet from which to do your data entry. You will need Adobe Acrobat Reader to print this report.

Print Comparison of Current and Past Budget Submissions for Entered LEAs – This report is provided for your information only. You will need Adobe Acrobat Reader to print this report.

Data Submission

Review Data Submission Checklist – Click to display information relevant to submitting your data.

Submit Data to DOE – Click to display an instruction page on how to submit the LEA information for your district.

Print Signature/ Cover Page – Click to select your LEA and print the required cover page. You will need Adobe Acrobat to print the Signature/ Cover Page. Please note that the signature page needs to be signed by the superintendent and submitted to the DOE.

Exit Application

Exit – This button allows you to exit the application. The data will be saved before exiting.

USING THE DATA ENTRY SCREENS

Data Entry

Enter/Edit Budget Expenditures

To begin entering expenditure data, select a district from the "Select LEA" drop down box, select a fund from the "Select Fund" drop down box and select a major function code in the "Select Major Function" drop down box. The data template for that district and function will appear.

If the district you would like to enter data for does not appear in the list, return to the Main Menu and make sure that you are logged in to your LEA.

To move between cells you can either click in the appropriate cell or tab through them. The active cell will be highlighted in blue.

USING THE DATA ENTRY SCREEN (cont'd)

Enter/Edit Budget Revenues

To begin entering revenue data, select a district from the "Select LEA" drop down box. Next, select a fund in the "Select Fund" drop down box. The data template for that district and fund will appear.

If the district you would like to enter data for does not appear in the list, return to the main menu and make sure that you are logged in to your LEA.

This screen allows you to enter data into a template for a district that was selected or edit data that has already been entered for the selected district.

Please refer to the Data Reporting Instructions for more information about the data submitted through this application.

To move between cells you can either click in the appropriate cell or tab through them. The active cell will be highlighted in blue. Notice that there is a scroll bar on the right for you to click on to view the different revenue codes.

USING THE DATA ENTRY SCREEN (cont'd)

Act 144 Expenditures - Worksheet III (a)

To begin entering Act 144 data, select a district from the "Select LEA" drop down box. Any previously saved act 144 data for the selected LEA will appear.

If the LEA you would like to enter data for does not appear in the list, return to the main menu and make sure that you are logged in to your LEA.

This screen allows you to enter data into a template for a district that was selected or edit data that has already been entered for the selected district.

Clicking on the button labeled "Go to worksheet III (b)" will bring up the second screen for Act 144 data entry. The second screen must be filled out if you will be reporting Act 144 data.

To exit the Act 144 screen, click on the button labeled "Return to Main Menu".

Please refer to the Data Reporting Instructions for more information about the data submitted through this application.

To move between cells you can either click in the appropriate cell or tab through them. The active cell will be highlighted in blue.

Act 144 Revenues – Worksheet III (b)

Total Act 144 Expenditures (General Fund Total) on worksheet III (a) will be carried forward to this screen for the calculation in Box C.

If the LEA you would like to enter data for does not appear in LEA Name box, you will need to return to the previous screen. Click on the button labeled "Go To Worksheet III (a)". You can now select the LEA you would like to enter data for. Click on "Go To Worksheet III (b)" to continue with the correct LEA.

This screen allows you to enter data into a template for a district that was selected, or edit data that has already been entered for the selected district.

To exit the Act 144 screen, click on the button labeled "Return to Main Menu".

Please refer to the Data Reporting Instructions for more information about the data submitted through this application.

To move between cells you can either click in the appropriate cell or tab through them. The active cell will be highlighted in blue.

Reports

Print Current Year Budget Report

Select the "Print Current Year Budget Report" button. A screen with Districts on the top will appear. Double click on your LEA and then click "OK" to print reports for the selected district.

Print Comparison of Current and Past Budget Submissions

Select the "Print Comparison of Current and Past Budget Submissions for Entered LEA's" button. A screen with Districts on the top will appear. Double click on your LEA and then click "OK" to print reports for the selected district.

Data Submission

Review Data Submission Checklist
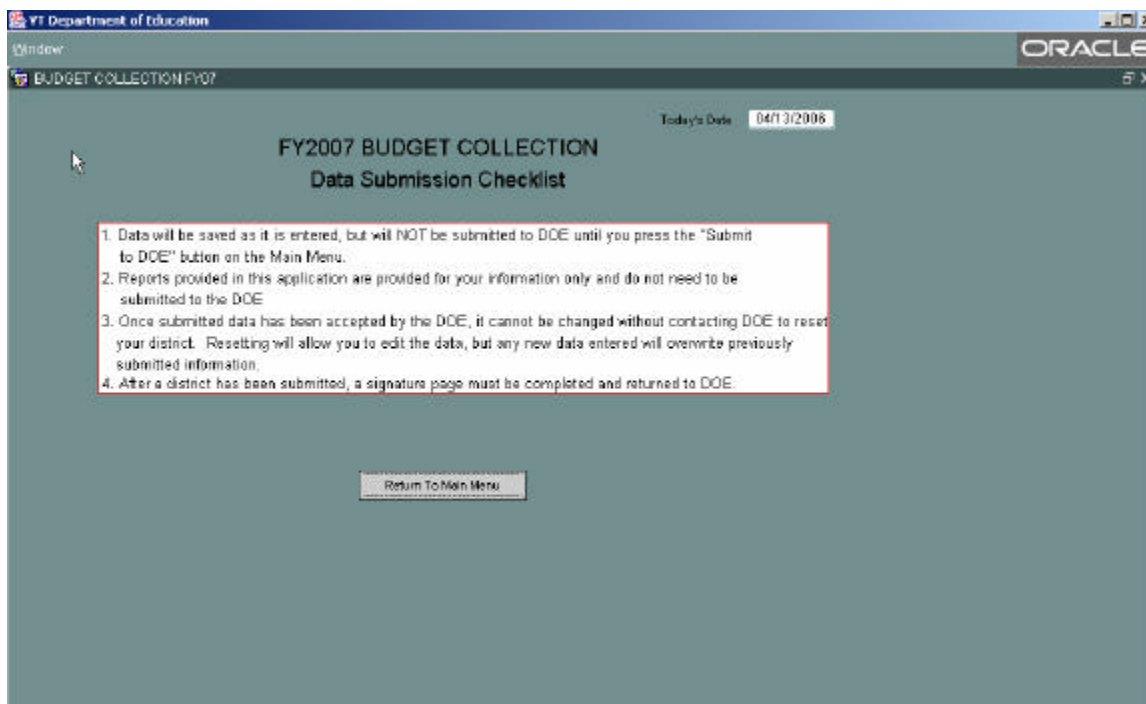
FY2007 Budget Submission Checklist

1. Data will be saved as it is entered, but will NOT be submitted to DOE until you press the "Submit Data to DOE" button on the Main Menu.

2. Reports provided in this application are provided for your information only and should not be submitted to the DOE. The signature page, however, must be returned to DOE.

3. Once the DOE has accepted submitted data, it cannot be changed without contacting DOE to reset your district. Resetting will allow you to edit the data, but any new data entered will overwrite previously submitted information.

4. After a district has been submitted, a signature page must be completed and returned to the DOE.

Print Signature Page – Click to get to a screen to select your LEA. You will need Adobe Acrobat to print the Signature/ Cover Page. Review and original signature by your superintendent is required. Signature "stamps" will not be accepted. Send page to DOE.

Submit Data to DOE
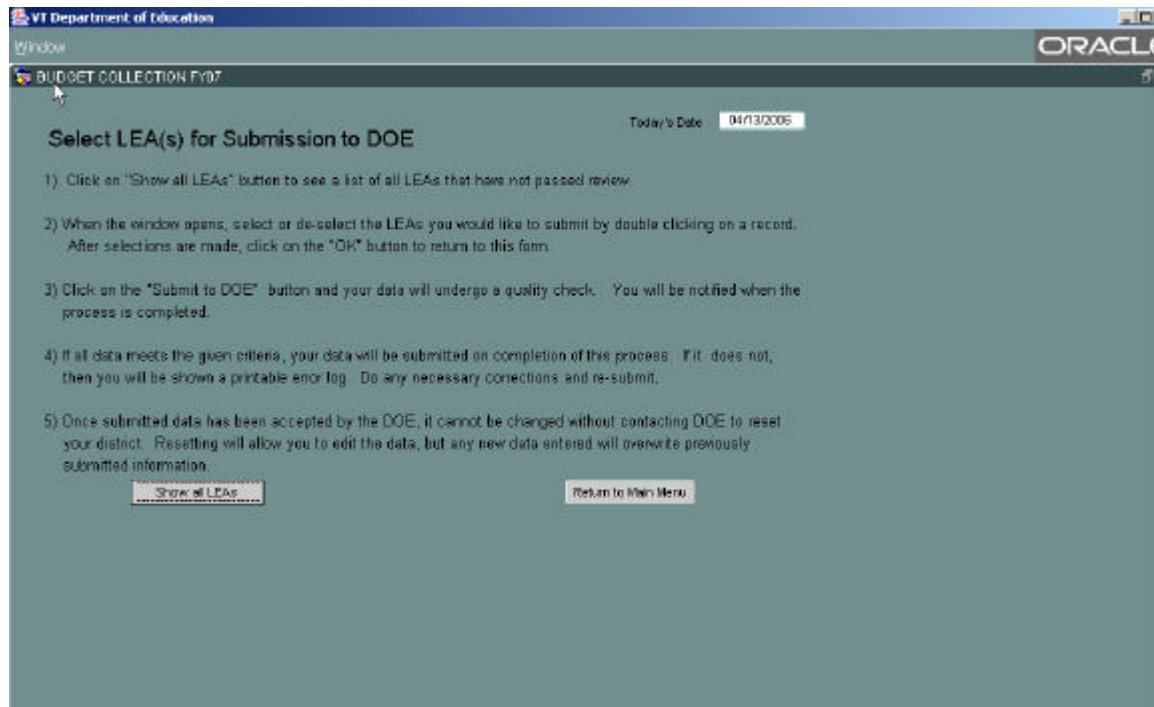
Submit Data to DOE – Click for the instruction page on how to submit the LEA information for your district. Click button labeled "Show all LEAs" to select your District for submission to DOE by double clicking on the District ID or name. Double click again to de-select.

When the next screen appears, click on "Submit to DOE".

Exit Application

Exit - Click "Exit", to exit the online application.